

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS  
EXECUTIVE SUMMARY

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**SUBJECT:** Adopt the Equal Employment Opportunity Plan for April 1, 2019 – March 31, 2021  
(Staff Recommends Approval)

**REQUESTED ACTION:** Staff Recommends Approval

**Meeting Type:** Regular Meeting

**DATE OF MEETING:** 3/12/2019

**CONTRACT:** ☒ N/A

**Vendor/Entity:** \_\_\_\_\_

Effective Date 04/01/19

Termination Date: N/A

Managing Division / Dept: Employee Services

**BUDGET IMPACT:** None

**FUNDING SOURCE:** \_\_\_\_\_

**Type:** N/A

**EXPENDITURE ACCOUNT:** \_\_\_\_\_

**HISTORY/FACTS/ISSUES:**

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The Equal Employment Opportunity Plan (EEOP) defines the Board of Sumter County Commissioners commitment to the principles of equal employment opportunities. This plan reaffirms that commitment and is implemented to ensure compliance with all state, federal, and all other applicable laws governing equal opportunity. This plan is updated every other year.

Staff recommends approval.

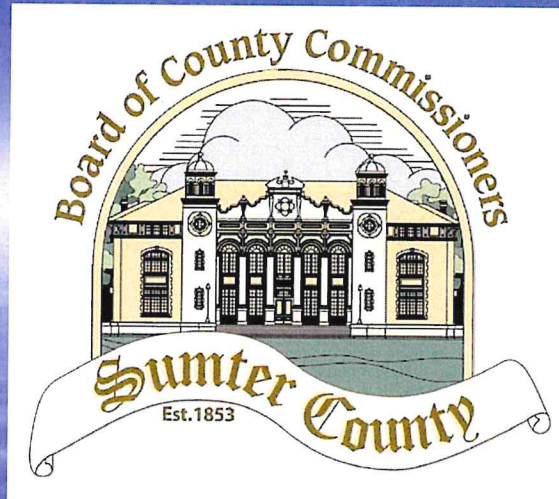
**Prepared by:** Kitty L. Fields

**Grammarly Check** ☒

**APPROVED**

**March 12, 2019**





# EEOP

Equal Employment Opportunity Plan  
April 1, 2019 – March 31, 2021

Board of County Commissioners  
Sumter County  
7375 Powell Road  
Wildwood, Florida 34785  
352-689-4400

## **INTRODUCTION**

The Board of Sumter County Commissioners (BOCC) is committed to the policy of equal employment opportunity. This plan reaffirms that commitment and is implemented to ensure compliance with all state, federal, and all other applicable laws governing equal opportunity. The BOCC is committed to harnessing the talents of its diverse workforce and to continuing its recruitment efforts to enhance workforce diversity.

This self-analysis enables the BOCC to examine the impact of its recruitment, hiring, and employment practices on the male and female population of its current and future workforce. It also provides an opportunity to enhance the ability of the BOCC to recruit and retain a qualified, diverse workforce that can provide quality services to the citizens of Sumter County.

Effective with this program, which includes statistical data for the period of April 1, 2017 to March 31, 2019, the BOCC will prepare, establish, and disseminate its Equal Employment Opportunity Plan (EEO) on a two-year cycle. This plan includes goals and strategies for the period of April 1, 2019 to March 31, 2021. The BOCC will monitor the program throughout this two-year period.

## **POLICY**

The BOCC is an equal employment opportunity employer. The BOCC employs, retains, promotes, terminates, and otherwise considers all employees and job applicants based on merit, qualifications, and competence without regard to an individual's sex, race, color, religion, national origin, age, marital status, veteran status, genetic information, pregnancy, or disability. Employment decisions are consistent with the principles of Equal Employment Opportunity. Departments of the BOCC comply with all federal, state, and other applicable laws prohibiting illegal discrimination.

## **PERSONNEL MANAGEMENT & OPERATIONS OVERVIEW**

- A. Board of Sumter County Commissioners  
7375 Powell Road  
Wildwood, FL 34785  
(352) 689-4400
- B. Employer Identification: 59-6000865
- C. Bradley S. Arnold, County Administrator  
Board of Sumter County Commissioners  
7375 Powell Road  
Wildwood, FL 34785  
(352) 689-4400

- D. The BOCC is an equal employment opportunity employer. The BOCC employs, retains, promotes, terminates, and otherwise treats all employees and job applicants based on merit, qualifications, and competence. This policy shall be applied without regard to any individual's sex, race, color, religion, national origin, age, marital status, veteran status, genetic information, pregnancy, or disability.

It is the policy of the BOCC to afford equal opportunity to all employees, regardless of any physical or mental disability. All employees with such disabilities are expected to perform the essential functions of their positions as defined in their respective job descriptions or as performed regularly as part of their normal responsibilities.

All employees with covered disabilities are eligible for accommodations per the Americans with Disabilities Act and the Pregnancy Discrimination Act. Such requests must be made to Employee Services. The employer will communicate with the employee to determine reasonable accommodations, if applicable. The BOCC may not be able to grant all requests but will work with the employee to define reasonable terms and supply such terms to the employee.

If the employee cannot perform the essential functions of the job with or without reasonable accommodations, the employee may be terminated.


Employees with life-threatening illnesses, including but not limited to cancer, heart disease, AIDS/HIV conditions, or communicable diseases such as tuberculosis or influenza, are treated the same as all other employees. They are permitted to continue working as long as they can perform the essential functions of their positions with or without a reasonable accommodation, and medical evidence shows they are not a threat to themselves or their co-workers. The BOCC will work to preserve the safety of all its employees and reserves the right to reassign employees or take other actions when a health or safety risk to fellow employees or the public exists.

The BOCC continues to make a good faith effort to comply with the mandates set forth by the Americans with Disabilities Act (ADA)-Title I/Employment. These mandates apply to all areas of personnel administration including applications, recruitment, hiring, discharge, advancement, job assignments, job training, compensation and benefits, and other terms and conditions of employment. Also, every effort has been made to accommodate employees and the public with the installation of elevators, ramps, and automatic doors to make county buildings accessible.



Supervisors are expected to abide by the Employee Manual, and various policies and procedures to ensure that equal employment opportunity is being actively implemented and that no employee, or applicant for employment, suffers from any form of illegal discrimination.

The County Administrator is designated to oversee civil rights compliance.

 3/12/19  
\_\_\_\_\_  
Bradley S. Arnold (Date)  
County Administrator

## PERSONNEL MANAGEMENT AND OVERVIEW

The Classification and Compensation Schedule of the BOCC groups positions having similar duties and responsibilities, knowledge, skills, abilities, training, and education, into grades with ranges of pay. The Classification and Compensation Schedule is updated and adopted annually to keep current with changes in job positions, job functions, and market conditions. The Classification and Compensation Schedule is also updated to reflect changes in the job market in the community to ensure fair and equal compensation opportunities for equal contributions to the efficient and effective operations of the BOCC. The Classification and Compensation Schedule establishes and maintains normal lines of promotion to and from the various classes of positions in the personnel system.

Job openings are posted on:

- ✚ BOCC website
- ✚ BOCC job bulletin board
- ✚ Internet job sites
- ✚ Professional occupation websites (as warranted)

Job openings posted through the following means historically have proven ineffective:

- ✚ Newspapers
- ✚ Employment agencies

The BOCC strives to attract the best-qualified employees.

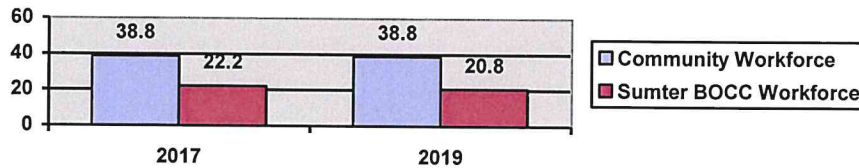
The BOCC accepts applications when vacant positions are posted. Applications are accepted via the BOCC website and in the Employee Services Division at 7375 Powell Road, Wildwood, FL, 34785. All qualified applicants are considered by a committee appointed to review applications, interview, and recommend employment. The review committee is defined in the Employee Manual and generally is comprised of the Division Manager, or Department Head (or their designee), and a representative of the Employee Services Division. The composition of the review committee changes to give diverse input into the Employment Recommendation process.

Analysis of the employment process is made periodically, and changes are incorporated into revised procedures. Also, employment trends are identified and addressed accordingly.

## UTILIZATION ANALYSIS

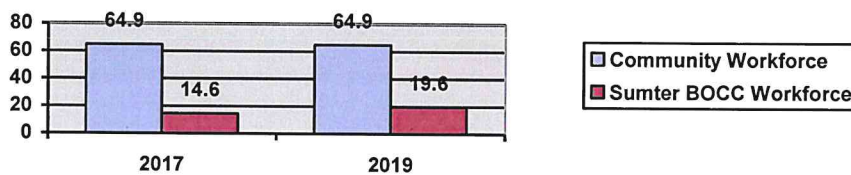
**Officials/Managers** – The community workforce for female officials/managers is 38.8% as reported by the 2010 U.S. Census. The Board of Sumter County Commissioners (BOCC) demonstrates an underutilization of females in this category, as their representation at our agency is 20.8%. It is concluded that this is due to the reclassification of certain positions into different EEOC categories, consolidation of services, and streamlining of personnel.

Officials/Managers Utilization of Females



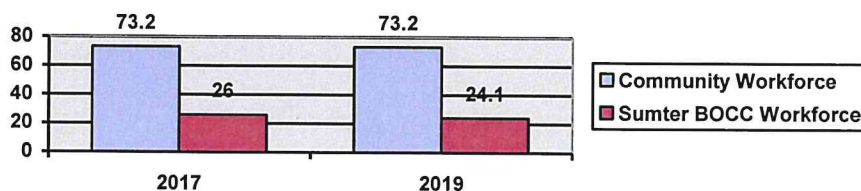
**Professionals** – The community workforce for female professionals is 64.9% as reported by the 2010 U.S. Census. The BOCC demonstrates an improvement in the utilization of females in this category over the last evaluation period. In 2017 our utilization was 14.6%, while our agency is now at 19.6%. It is concluded that this is due to the reclassification of certain positions into different EEOC categories, consolidation of services, and streamlining of personnel.

Professionals Utilization of Females



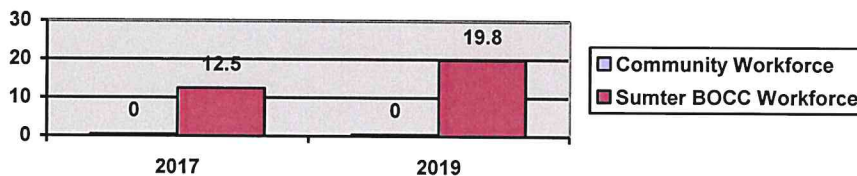
**Technicians** – The community workforce for female technicians is 73.2% as reported by the 2010 U.S. Census. The BOCC demonstrates an underutilization of females in this category, as their representation at our agency is 24.1%. It is concluded that this is due to the reclassification of certain positions into different EEOC categories, consolidation of services, and streamlining of personnel.

Technicians Utilization of Females



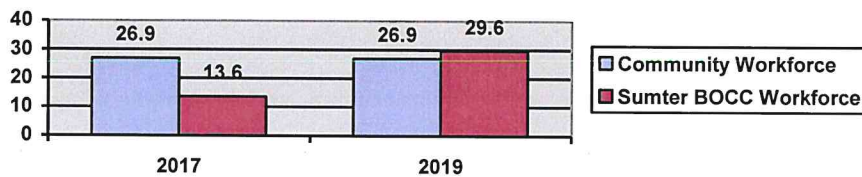
**Protective Services (Non-Sworn)** – The community workforce for female protective services (non-sworn) is 0% as reported by the 2010 U.S. Census. The BOCC has no areas of concern in this category. In 2017 our utilization of females in this category was at 12.5%. Our agency is now at 19.8%. The BOCC continues to demonstrate a strong representation in the category of female protective services (non-sworn). It is concluded that the impact of the growth of several public safety divisions has affected this category.

Protective Services (Non-Sworn) Utilization of Females



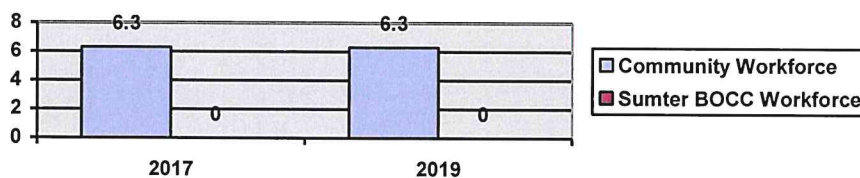
**Administrative Support** –The BOCC demonstrates a significant improvement in the utilization of males in this category over the last evaluation period. In 2017, our utilization of males was 13.6%, while our agency is now at 29.6%. It is concluded that this is due to the reclassification of certain positions into different EEOC categories, and consolidation of services and staff.

Administrative Support Utilization of Males



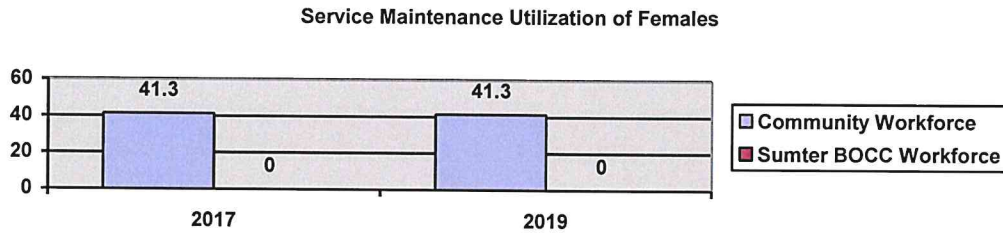
**Skilled Craft** – The community workforce for female skilled craft is 6.3% as reported by the 2010 U.S. Census. The BOCC demonstrates an underutilization of females in this category, as their representation at our agency is 0%. It is concluded that this is due to the reclassification of certain positions into different EEOC categories, consolidation of services, and streamlining of personnel.

Skilled Craft Utilization of Females



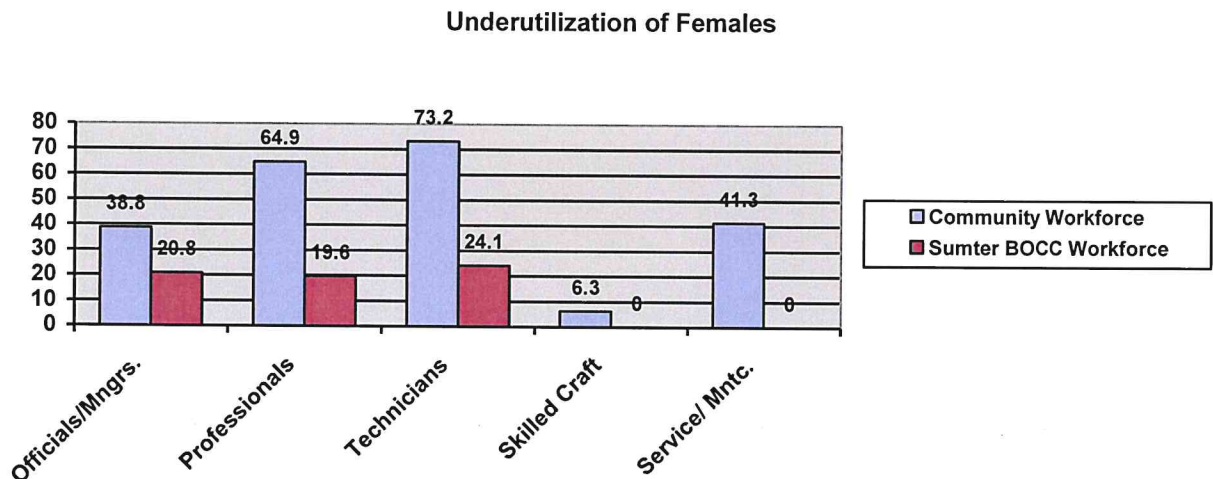


**Service Maintenance** – The community workforce for female service maintenance is 41.3% as reported by the 2010 U.S. Census. The BOCC demonstrates an underutilization of females in this category, as their representation at our agency is 0%. It is concluded that this is due to the reclassification of certain positions into different EEOC categories, consolidation of services, and streamlining of personnel.



## Overall

Upon review of the utilization documentation, the BOCC has an underutilization of females in select areas.



The BOCC is committed to remaining in compliance with the EEOC. After careful investigation, the determination was made that the significant impact on our utilization is attributed to the reclassification of certain positions into different EEOC categories, and consolidation of services, and streamlining of personnel. The impact of the various changes over the last evaluation period, in combination with a comparison to 2010 U.S. Census information, leads our organization to believe that future studies with current Census information will display a more accurate picture of our utilization of the workforce.

## **GOALS**

- ⇒ To have a qualified BOCC workforce that reflects the available community workforce as closely as possible.
- ⇒ To address areas of underutilization by continually evaluating the County's recruitment, hiring, and promotional practices to ensure that all persons receive an equal opportunity to advance and/or become employed.

## **STRATEGIES**

To achieve these goals the Employee Services Division will:

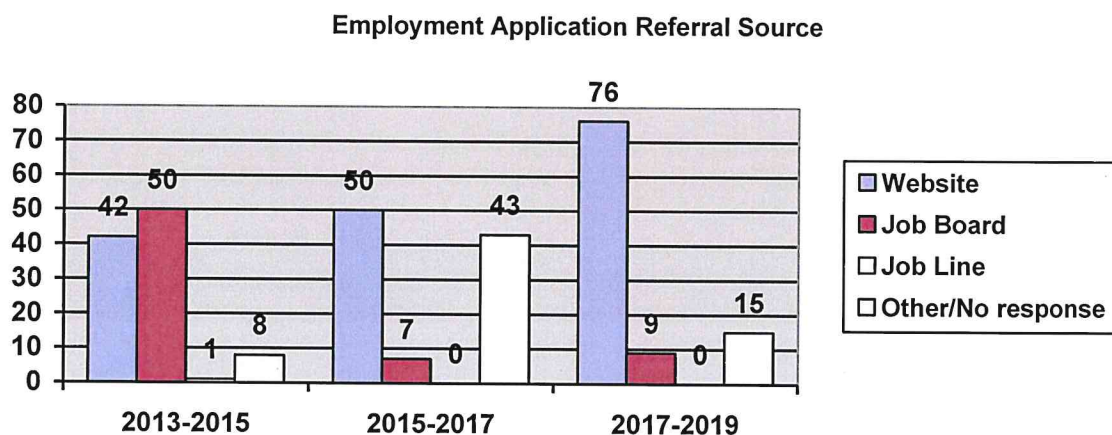
- ⇒ Regularly review personnel recruitment policies to ensure that all qualified candidates have an equal opportunity to compete for open positions.
- ⇒ Post and advertise job openings on the BOCC website, and Professional Occupational websites as applicable.
- ⇒ Plan for, and encourage, professional growth and development for all employees, including diversity (discrimination) and effective communication training.
- ⇒ Continue to offer, and promote, an Education Assistance Reimbursement Program to our employees to assist them in bettering their education.
- ⇒ Continue to provide annual training programs for Division Managers, Department Heads, and other supervisory staff on Diversity in the Workplace.
- ⇒ Provide annual training programs for managers, supervisors, and other employees seeking to improve their managerial and leadership skills.
- ⇒ Provide training programs for Division Managers, Department Heads, and other supervisory staff on effective interviewing and hiring practices.

## PROGRESS SUMMARY

The Employee Services Job Hotline is available 24 hours a day and provides applicants with instructions on accessing the job board link on the BOCC website. The applicant can submit a completed application for available positions via the website. The Job Hotline and website information are placed on business cards that are distributed at various events throughout the community to inform job seekers of employment opportunities. These cards are also distributed in the various libraries in the community. A review of the effectiveness of this resource is performed by gathering information taken from employment applications.

During the 2015-2017 period, 1,365 applications were received, of those, 100% were received via the website. Applicants noted their source of job information as 50% internet/job board, 7% company website, and 43% other.

During the 2017-2019 period, 1,472 applications were received, of those, 100% were received via the website. Applicants noted their source of job information as 76% internet/job board, 9% company website, and 15% other.



Employee Services Division provides mandatory annual supervisory training programs, covering such topics as: Documentation, Interviewing Skills, Diversity, Discrimination and Retaliation, Harassment Avoidance, Workplace Violence, Excelling as a Manager or Supervisor, National Incident Management, and Performance Evaluation to all managers, supervisors, and other employees seeking to improve their managerial and leadership skills.

Employee Services continues to offer classes on harassment avoidance, workplace violence, customer service, ethics, and diversity to all employees. In addition to these classes, we also offer classes on HIPAA, time management, effective communications skills, handling conflict, nutrition, and other work/life balance topics.



The BOCC continues to offer our Educational Assistance Reimbursement Program (EARP), to encourage the professional growth and development of all employees. This program was utilized by 31 employees in 2017 and 26 employees in 2018. As of March 31, 2019, three employees are utilizing the EARP.

#### **DISSEMINATION**

A copy of the EEOP will be distributed to each BOCC Department and made available in County Administration for members of the public. The County Administrator of Sumter County is designated to implement the EEOP for the Board of County Commissioners.